



----- MEETING SUMMARY -----

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95205*

Thursday, January 8, 2004 – 7:00 a.m.

<<APPROVED>>

1. Commencement of Meeting

Roll Call: Commissioners De Polo, Dei Rossi, Flenoy-Kelley, Guttierrez, Mitchell, Chair Snider were present. Commissioner Fujii arrived at 7:15 am. Commissioners Adubofour and Chelli were excused. A quorum was declared.

2. Program Coordinator's Report

Highlights included:

- The date for the Planning Retreat will be February 6th, confirmations will be sent out.
- The Program Coordinator handed out information on how other counties are releasing funds. Emphasis seems to be on gaining community involvement in the planning process. Strategic plans have been designed to accommodate this type of flexibility.
- The Program Coordinator requested feedback from the Commission as to the information they would like to receive from staff regarding site visits, technical assistance and other services Commission staff provide to contractors. The Commission requested the Program Coordinator put together a format for them to use as a starting point. It was pointed out by the Program Coordinator that CS&O and Harder + Co. is already tracking some of the "time spent" items. The Commission stated it would be beneficial to the Community Based Organizations as well as to the Commission to know how much support Commission staff provides. The Program Coordinator offered that our progress notes could include time spent per contact to help track all time spent per contract. The Commission suggested that a section of the Evaluation Survey could ask the question of how much time Commission staff provides to the contractor. The Program Coordinator stated that the survey would be brought before the Commission at the next regular Commission meeting for Commission approval.

3. Motion on Consent Calendar

- a. Approve Meeting Minutes of November 13, 2003
- b. Approve Request for Funding (RFF) for Leverage Match Funds
- c. Approve Renewal of School Readiness Contract for Lao Family
- d. Direct the Program Coordinator to Initiate an Evaluation Survey of the Commission, Staff, Corporation for Outcomes and Standards (CS&O), and Harder+Company

- e. Approve Recommendation to Release Request for Qualifications (RFQ) for a San Joaquin County Child Care Accreditation Assistance Program

Consent Calendar item 3d, Direct the Program Coordinator to Initiate an Evaluation Survey of the Commission, Staff, Corporation for Outcomes and Standards (CS&O), and Harder+Company, was removed from the Consent Calendar for further discussion.

Discussion included clarification that the Child Care Accreditation Assistance Program would support and encourage family child care providers through the accreditation process. The Commission also requested that peers be included in the announcement of the RFQ.

Motion to Accept Consent Calendar items 3a, 3b, 3c, and 3e. Dei Rossi/Fujii; 7/0, motion carries.

Discussion on Item 3d included a request that the survey include a section asking about the quality and caliber of technical support, the amount of time spent by Commission staff on technical support to contractors, and that the Commission meeting time be seriously considered by the contractors. The Commission would like to be sure the survey addresses the issues that the Commission really wants to know about. It was noted by the Commission that the survey will be voluntary, with strong encouragement to contractors to complete and return. Responses are anonymous and mailed in surveys will only be opened by the Evaluation Committee, which is comprised of Commissioners, to ensure their anonymity. Surveys will be addressed to the Evaluation Committee, opened by the Evaluation Committee, and results compiled by the Evaluation Committee. In the event that surveys are submitted without the proper addressing or submitted via fax or email the understanding is they will be forwarded to the Evaluation Committee by the receiving Commission staff person.

Motion to Accept Consent Calendar item 3d, Direct the Program Coordinator to Initiate an Evaluation Survey of the Commission, Staff, Corporation for Outcomes and Standards (CS&O), and Harder+Company, which will include the discussed added section and protocol. Gutierrez/Flenoy-Kelley; 7/0; motion carries.

- 4. Discuss and Approve Early Comprehensive Learning Project (ECLP) Request for Applications

The Program Coordinator requested direction from the Commission on:

- 1. The make-up of the Review Panel Team,
Discussion opened with a motion to accept option 1, "Review team would consist of Commissioner appointees and Commission staff". Discussion clarified that review panel members will be selected from both within and outside of the county with stipends to be offered to all panelists as compensation. After the Letters of Commitment are submitted, each Commissioner will receive a list of potential requesters along with the estimated dates and times of meetings of review panels. The Commissioners would then submit a list of potential panelists to the Program Coordinator who will review for possible conflict of interest issues. She will then bring the recommendation back to the Commission with the reasons for the selections and the Commission would then appoint individuals as panelists.

Motion: Approve option 1 "Review team would consist of Commissioner appointees and Commission staff" with variations as discussed. Gutierrez/Mitchell; 7/0, motion carries.

Chair Snider left and Vice Chair de Polo continued the meeting.

2. Amount of funds to the selected agencies for planning activities,
The Program Coordinator explained the purpose of the \$1,000 for planning would be to cover meeting expenses and outreach over a 3-month period for the top six applicants. In addition to this funding, Commission staff and evaluation consultants will work with the applicants on any technical assistance issues.

Motion to approve \$1000 given to the selected agencies for planning activities. Mitchell/Dei Rossi; 6/0, motion carries.

3. The Appeal process
The Program Coordinator recommends that a single appeal process be implemented after the results of the scoring of the Letters Of Intent have pared down the number of applicants to 10. Applicants who believe their proposal was not recommended because the RFA process was not followed or applicants whose scores are within five (5) points of the funding criteria may submit a written appeal following the approved appeal process. The appeals review panel, different from the original panel, will hear appeals.

Motion to accept a single appeal process after the letters of intent are scored. Gutierrez/Dei Rossi; 6/0, motion carries.

Clarification was made that organizations that are already receiving Proposition 10 funds are eligible to apply for the ECLP block grants. Careful attention will be paid to language that indicates supplanting of funds vs expansion of programs.

5. Approve Course of Action for Round 1 Contractors Whose Contracts will Expire Prior to August 31, 2004

Discussion clarified that option 3 "Approve additional funds and amend the current agreements" would provide funds to bring those contractors to the same timeline as the other contractors in round 1. The original budgets were true estimates of dollar amounts needed to continue programs for the specified amount of time and fell short of their need. The potential fourth year of funding will be a one year contract and will not include any roll over of funds.

Motion to approve additional funds and amend the current agreements for United Cerebral Palsy, VIVO and Lao Khmu (subject to successful goal completion and full compliance) to continue operations. Gutierrez/Flenoy-Kelley; 6/0, motion carries.

6. Appoint Elections Committee to Make Recommendations for Commission Chair and Vice Chair

Discussion included clarification that a rotation order has not been established. Also the Commission acknowledged that a fixed rotation would not allow for consideration of previous commitments that could affect a Commissioners ability to serve as Chair or Vice Chair. County Counsel advised that to create a rotation order there would have to be a by-law change.

Motion to appoint elections committee to make recommendations for Commission Chair and Vice Chair. Fujii/Flenoy-Kelley; 5/1 motion, carries.

Commissioner Mitchell will head the committee composed of former chairpersons Snider, Fujii, Gutierrez and Mitchell.

7. Committee Reports

- a. School Readiness - Commissioner Dei Rossi reported that El Concilio made a presentation on their program "Raising a Reader" and parents came to share the successes of the program. OCERS presented their piece of the evaluation process. 73% of parent surveys were returned and that is an exceptionally high number. School Readiness District Coordinator RFF's are out and due in on the 23rd of January.
- b. Planning - Commissioner Mitchell summarized that there were two meetings since last Commission meeting. A significant amount of time was spent on the retreat agenda and issues that will be discussed. Using zip codes as a targeting mechanism may be too limiting and the use of other demographic information will probably be discussed at the retreat.
- c. Ad Hoc Evaluation - Commissioner Gutierrez emphasized that the committee does not want to "create undo additional work" so the evaluation survey will be pertinent to accountability to the community and an intensive topic for discussion at the planning retreat. The committee acknowledged that a lot of progress is being made and has also received positive feedback on the responsiveness of the Commission to the needs for all involved.

8. Access to Prenatal Care Planning Grant Presentation by Center for Health Improvement
Karen Bartley and Cindy Keltner from Center for Health Improvement provided the Commission with a presentation that highlighted the recommendations being made to improve access to and use of prenatal care in San Joaquin County.

9. Public Comments

Susan DeMontigny provided new brochures to the Commission on Prevention of Choking and Suffocation. She highlighted some of the statistics that emphasize a need in our community for this prevention information to be put out to the public. A mass distribution is in process now but they can only afford a smaller amount of brochures to be printed. The Commission recommended a mini-grant be written to request the funds to print a more substantial number of brochures for a wider circulation.

Gregory Jacobs announced that the Local Child Care Planning Council has a new website, www.LCCPC.net, that provides informational resources to the public and invited organizations to be listed.

Scott Webb of Charterhouse Center commented that he had attended several meetings with Community Partnership for Families and child welfare reform, they have also emphasized the need for a better resource directory, and they are working on compiling a new directory of services that is more complete. He noted that a web based directory is more easily updated and accurate so anybody can have access to services..

10. Commissioner Comments

Commissioner Flenoy-Kelley commented on the success of the Evening of Thanks and requested an updated version of the Commission Staff employee listing. She also stated that she appreciated receiving the sponsorship list and would like to know how many sponsorship requests have been declined.

Commissioner de Polo requested information on the status of the places where the State Commission will be meeting. The Program Coordinator informed the Commission that although the State Commission had mentioned they would be locating the meetings in various counties throughout the state, they released the schedule with most of the meetings being held in Burbank for this year. The Program Coordinator will follow up on the State Commission's plans for scheduling future meetings.

11. Adjournment to **7:00 a.m., February 12, 2004 at Public Health Auditorium, 1601 E. Hazelton Ave., Stockton CA**

Motion to adjourn to 7:00 a.m., February 12, 2004. Gutierrez/Dei Rossi; 5/0, motion carries.